



PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 20-6	Subject: EMPLOYEE DRESS, HYGIENE & BADGES
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 3
Signature: /s/ Mike Ferriter	Revision Date: 06/25/01; 03/14/03
	Effective Date: 06/01/00

I. BUREAU DIRECTIVE:

Probation and Parole Bureau employees will follow established standards of dress for normal working hours, searches, firearms training, court appearances and hearings. Employees will wear appropriate clothing and maintain a neat and clean appearance appropriate to their job. Clothing will be clean, in good repair and not show wear. As professionals, employees will dress professionally.

II. AUTHORITY:

DOC 1.3.41
53-1-203, MCA.
Local 4464

Employee Dress and Hygiene
Power and Duties of the Department of Corrections
Montana Federation of Probation and Parole Officers Contract

III. DEFINITIONS:

None.

IV. PROCEDURES

In the interest of presenting a professional image to the public and serving as a model for offenders, all employees will wear appropriate clothing and observe good habits of grooming and personal hygiene. Supervisors are responsible for enforcing appropriate standards of personal appearance and cleanliness of employees in their work areas.

A. Clothing:

Clothing must be clean, in good repair, fit well and appropriate for work assigned area.

1. Acceptable attire for court appearances and administrative hearings such as on-site and disciplinary:
 - a. Suit or sport coat
 - b. Dress shirt or blouse
 - c. Tie
 - d. Dress pants or slacks, no jeans
 - e. Skirts or dresses
 - f. Dress shoes/boots/hosiery
2. Unacceptable attire for normal office work, general training and work meetings, not all inclusive:
 - a. Worn looking blue jeans
 - b. T-shirts/Sweat shirts

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- c. Shirts with sayings (unless professional logo)
- d. Caps/Clothing advertising cigarettes, alcohol, etc.
- e. Shorts and sweats (training will dictate)
- f. Mini-skirts/mini-dresses
- g. Any revealing clothing

3. For searches, officers are recommended to wear overalls, coveralls or casual clothing. Overalls or coveralls will be paid for by the State.

B. Shoes

Shoes must be clean, in good repair, fit well, and appropriate for work area assigned.

C. Jewelry & Fragrances

Jewelry worn by employees must be appropriate to the work setting. Fragrances, if worn, should be moderate.

D. Personal Hygiene

Personal hygiene is expected to meet accepted health standards, which includes bathing practices, dental hygiene, hair and nail care. Hair, beards and mustaches must be neatly groomed and clean.

E. Badges

1. Probation & Parole Officers, Probation & Parole Officer II's and Regional Administrators will be issued badges upon hire and placement in a work location.
2. Officers must complete a minimum of ten years of service in order to be eligible to be permanently awarded his/her badge upon termination of employment. An officer who wishes to be awarded his/her badge permanently upon termination must submit a written request to the Regional Administrator (If the Regional Administrator is requesting the badge, the request will be made to the P&P Bureau Chief.) Exceptions may be allowed at the discretion of the Division Administrator.
3. Employees who request to be awarded their badges after ten years of service must be in good standing with the Probation & Parole Bureau in order to be granted the request. Good standing indicates that the employee's past three evaluations have indicated standard or above ratings in all areas of the evaluation.
4. All Department equipment must be returned to the Probation & Parole Region upon termination of employment. Eligible employees may have a returned badge awarded at the discretion of the Bureau. The awarded badge must be affixed to a plaque so that it can no longer be used as a functional badge.
5. If an employee has years of service at different Department facilities that equal ten years or more and those years have been determined to be in good standing, the Division Administrator and the employee will determine which badge the employee will receive. In the event of disagreement regarding this matter, the Division Administrator will make the final decision.

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6. Each Regional Office will keep an accounting of all badges whether issued to a current employee, awarded to a former employee, or in storage.
7. Staff that are awarded a badge must comply with procurement costs in accordance with state law which indicates that the state shall be reimbursed the cost of the badge. This can be accomplished by the officer purchasing the badge or co-workers electing to purchase the badge to award to the employee.

V. CLOSING:

Questions concerning this policy shall be directed to the Regional Administrator or the Bureau Chief.